

## National Archives and Records Administration

## § 1258.12

(e) When the reproduction is for a foreign, State, or local government or an international agency and furnishing it without charge is an appropriate courtesy;

(f) For records of other Federal agencies in NARA Federal records centers only:

(1) When furnishing the service free conforms to generally established business custom, such as furnishing personal reference data to prospective employers of former Government employees;

(2) When the reproduction of not more than one copy of the document is required to obtain from the Government financial benefits to which the requesting person may be entitled (*e.g.*, veterans or their dependents, employees with workmen's compensation claims, or persons insured by the Government);

(3) When the reproduction of not more than one copy of a hearing or other formal proceeding involving security requirements for Federal employment is requested by a person directly concerned in the hearing or proceeding; and

(4) When the reproduction of not more than one copy of a document is for a person who has been required to furnish a personal document to the Government (*e.g.*, a birth certificate required to be given to an agency where the original cannot be returned to the individual).

### § 1258.8 Who pays to have a copy negative made?

Requests for photographs of materials for which no copy negative is on file are handled as follows:

(a) The customer is charged to make the copy negative, except in cases where NARA wishes to retain the negative for its own use.

(b) When no fee is charged the negative becomes the property of NARA. When a fee is charged the negative becomes the property of the customer.

### § 1258.10 What is NARA's mail order policy?

(a) There is a minimum fee of \$10.00 per order for reproductions that are sent by mail to the customer.

(b) Orders to addresses in the United States are sent either first class or UPS depending on the weight of the order and availability of UPS service. When a customer requests special mailing services (such as Express Mail or registered mail) and/or shipment to a foreign address, the cost of the special service and/or additional postage for foreign mail is added to the cost of the reproductions.

### § 1258.12 NARA reproduction fee schedule.

(a) Certification: \$6.

(b) Electrostatic copying (in order to preserve certain records which are in poor physical condition, NARA may restrict customers to photographic or microfilm copies instead of electrostatic copies):

Service	Fee
(1) Paper-to-paper copies (up to and including 11 in. by 17 in.) made by the customer on a NARA self-service copier .....	<sup>1</sup> \$0.15
(2) Paper-to-paper copies (up to and including 11 in. by 17 in.) made by NARA staff .....	<sup>1</sup> 0.50
(3) Oversized electrostatic copies .....	<sup>2</sup> 2.70
(4) Electrostatic copies (22 in. by 34 in.) .....	<sup>1</sup> 2.70
(5) Microfilm or microfiche to paper copies made by the customer on a NARA self-service copier .....	<sup>1</sup> 0.30
(6) Microfilm or microfiche to paper copies made by NARA staff .....	<sup>1</sup> 1.90

<sup>1</sup> Per copy.

<sup>2</sup> Per linear foot.

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(c) Original negative microfilm (paper-to-microfilm): \$0.70 per image.

(d) Self-service video copying in the Motion Picture, Sound and Video Research Room:

Service	Fee
(1) Initial 90-min use of video copying station with 120-minute videocassette .....	\$9.75
(2) Additional 90-minute use of video copying station with no videocassette .....	6.25
(3) Blank 120-minute VHS videocassette .....	3.50

(e) Self-service Polaroid prints: \$5.75 per print.

(f) Unlisted processes: For reproductions not covered by this fee schedule, see also §1258.4. Fees for other reproduction processes are computed upon request.

(b) *Timing.* Fees must be paid in advance except when the appropriate director approves a request for handling them on an account receivable basis. Purchasers with special billing requirements must state them when placing orders and must complete any special forms for NARA approval in advance.

**§ 1258.14 What is NARA's payment policy?**

(a) *Form of payment.* Fees may be paid in cash, by check or money order made payable to the National Archives Trust Fund, or by selected credit cards. Payments from outside the United States must be made by international money order payable in U.S. dollars or a check drawn on a U.S. bank.

**§ 1258.16 Effective date.**

The fees in this part are effective on November 13, 2000. If your order was received by NARA before this effective date, we will charge the fees in effect at the time the order was received.